

Creating a Dataverse

In order to create a Dataverse on the Maine Dataverse Network, you will need to create a user account. Account creation is simple and should take less than 5 minutes.

From your internet browser, navigate to dataverse.acg.maine.edu/dvn. Near the upper right-hand corner, click on the “Create Account” link.



You will be asked to provide a username and password as well as your actual name. You may pick (nearly) any username you wish, but we urge you to pick something based on your name. You will also be asked to provide an e-mail address, that should be an official e-mail address rather than a non-university home or personal e-mail.


Once you have created your user account, you can begin the creation of your Dataverse.

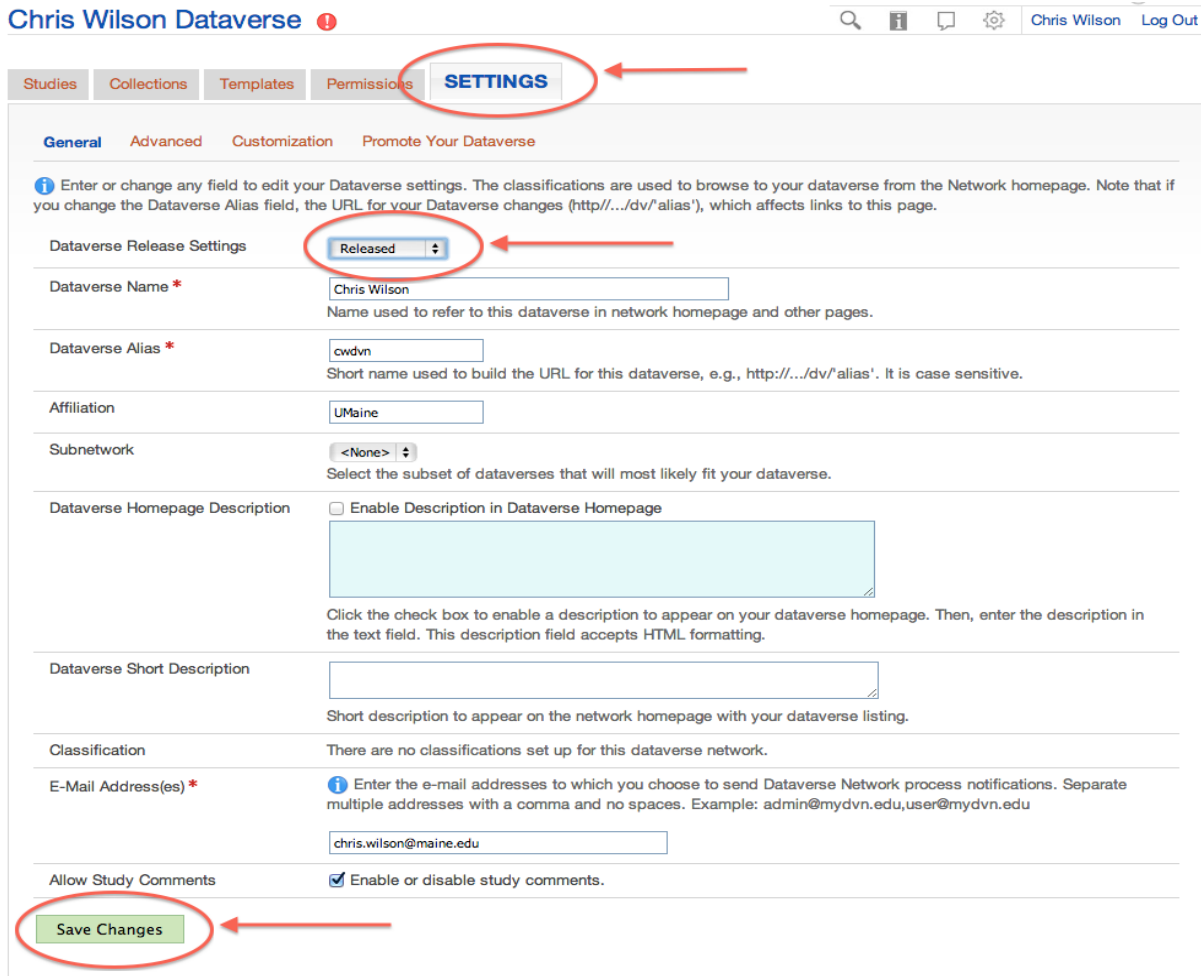
To start the creation of a dataverse, click on the create Dataverse link. Dataverse creation is simple, and should take less than 5 minutes.


Simply:

1. Choose the Dataverse “type”. In most instances the preferred type will be “Scholar”.
2. Give your Dataverse a name and an alias. If you have created a Dataverse of type Scholar, the Dataverse name will default to your name.
3. State your association (i.e., UMaine, USM, Colby College, etc.),
4. Choose a subnetwork, (when applicable)
5. Give a description of your Dataverse.

Please note that when you create your dataverse, try to avoid ambiguous names or descriptions such as “My Dataverse”.


Now that you have created your Dataverse, you want to release it on the network. Don't worry, this doesn't mean your data will be publicly available. Click on the gear icon  next to your username. Under the general settings, set the Dataverse to "Released" then save your changes.



Chris Wilson Dataverse 

Studies Collections Templates Permissions **SETTINGS**

General Advanced Customization Promote Your Dataverse

 Enter or change any field to edit your Dataverse settings. The classifications are used to browse to your dataverse from the Network homepage. Note that if you change the Dataverse Alias field, the URL for your Dataverse changes (`http://.../dv/alias`), which affects links to this page.

Dataverse Release Settings **Released**

Dataverse Name * Chris Wilson
Name used to refer to this dataverse in network homepage and other pages.

Dataverse Alias * cwdvn
Short name used to build the URL for this dataverse, e.g., `http://.../dv/alias`. It is case sensitive.


Affiliation UMaine

Subnetwork <None>
Select the subset of dataverses that will most likely fit your dataverse.

Dataverse Homepage Description Enable Description in Dataverse Homepage
Click the check box to enable a description to appear on your dataverse homepage. Then, enter the description in the text field. This description field accepts HTML formatting.

Dataverse Short Description
Short description to appear on the network homepage with your dataverse listing.

Classification There are no classifications set up for this dataverse network.

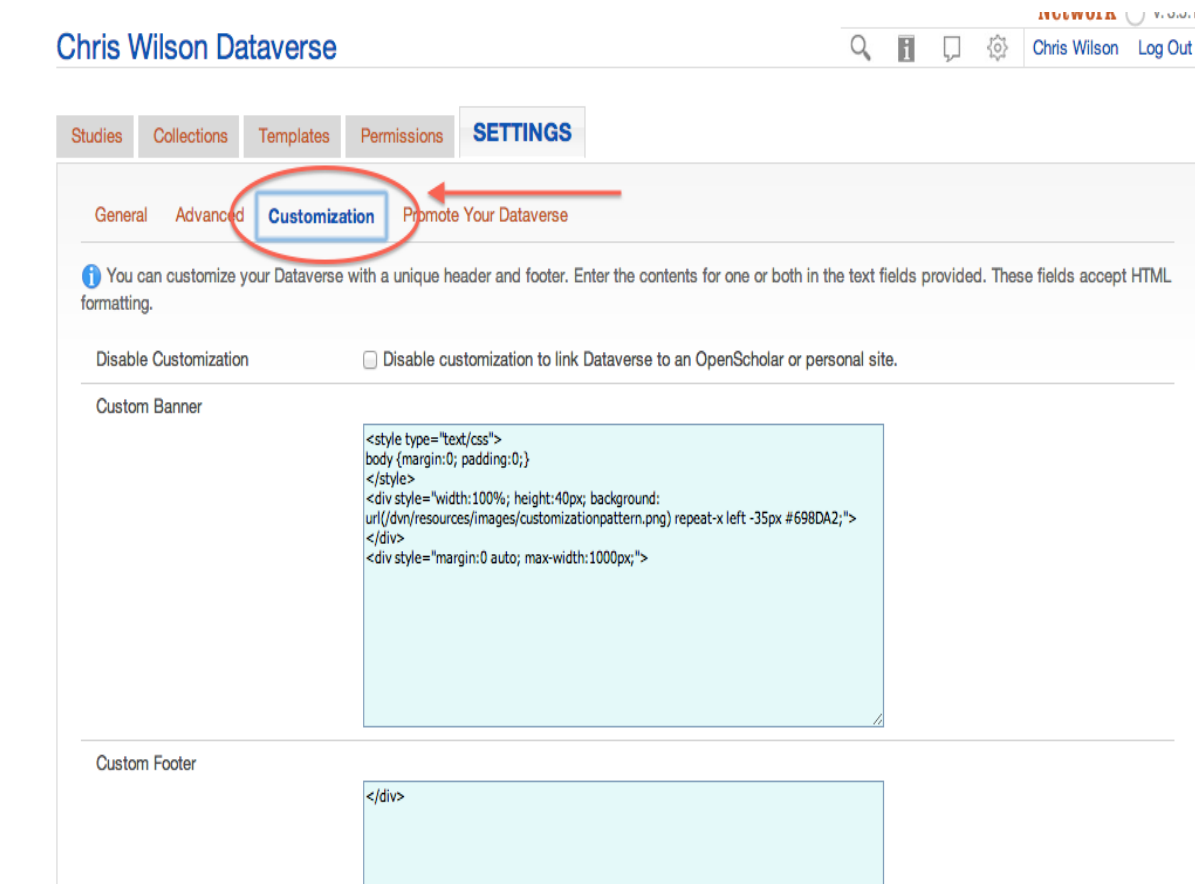
E-Mail Address(es) *  Enter the e-mail addresses to which you choose to send Dataverse Network process notifications. Separate multiple addresses with a comma and no spaces. Example: `admin@mydvn.edu,user@mydvn.edu`
chris.wilson@maine.edu

Allow Study Comments Enable or disable study comments.

Save Changes

Customizing the look of your Dataverse

You can further customize the look of your Dataverse by adding custom HTML headers and/or footers under the “Customization” tab.



The screenshot shows the "Chris Wilson Dataverse" interface. At the top right, there is a search icon, a user profile icon, a chat icon, a settings icon, and the text "Chris Wilson Log Out". Below this is a navigation bar with tabs for "Studies", "Collections", "Templates", "Permissions", and "SETTINGS". The "SETTINGS" tab is active, and within it, the "Customization" sub-tab is selected and highlighted with a red circle and a red arrow. Below the navigation bar, there is a section titled "General" with sub-tabs for "General", "Advanced", "Customization", and "Promote Your Dataverse". An information icon (i) is followed by the text: "You can customize your Dataverse with a unique header and footer. Enter the contents for one or both in the text fields provided. These fields accept HTML formatting." Below this, there are two checkboxes: "Disable Customization" (unchecked) and "Disable customization to link Dataverse to an OpenScholar or personal site." (checked). The "Custom Banner" section contains a text area with the following HTML code:

```
<style type="text/css">
body {margin:0; padding:0;}
</style>
<div style="width:100%; height:40px; background:
url(/dvn/resources/images/customizationpattern.png) repeat-x left -35px #698DA2;">
</div>
<div style="margin:0 auto; max-width:1000px;">
```

 The "Custom Footer" section contains a text area with the code:

```
</div>
```

Promoting your Dataverse

Support for this project is provided through a National Science Foundation award #0904155 to Maine EPSCoR at the University of Maine and is part of the Sustainability Solutions Initiative at the Senator George J. Mitchell Center at the University of Maine.

The "Promote Your Dataverse" tab provides the HTML necessary for embedding links to your Dataverse in web pages.

Chris Wilson Dataverse

Search, Info, Chat, Settings, Chris Wilson, Log Out

Studies Collections Templates Permissions **SETTINGS**

General Advanced Customization **Promote Your Dataverse**

i Add a dataverse promotional link or dataverse search box on your personal website by copying the code for one of the sample links on this page, and then pasting it anywhere on your website to create the link.

TEXT LINK

Sample View My Dataverse	Code <pre>View My Dataverse</pre>	Tip Add this dataverse link to your site's main content area, header or navigation bar.
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Select All Code

BUTTON LINK

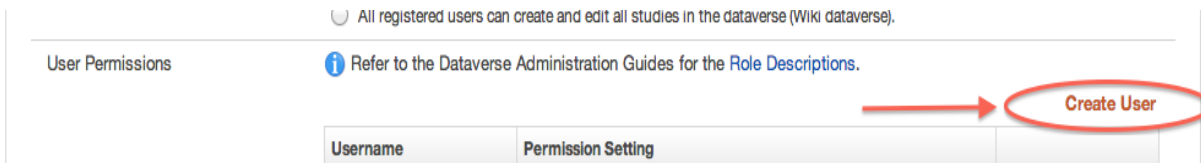
Sample View My Dataverse	Code <pre>View My</pre>	Tip Add this dataverse link to your site's main content area, header or navigation bar.
---	--	--

Select All Code

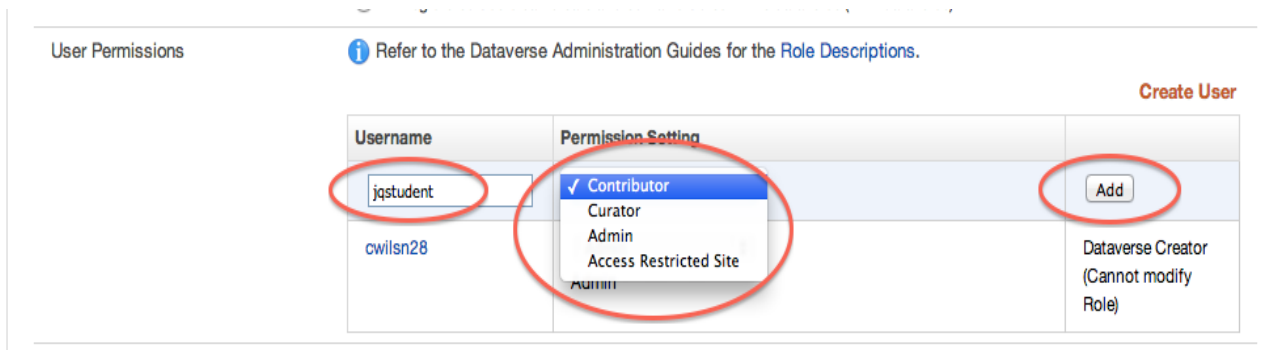
Dataverse permissions

Now that your Dataverse has been created it's time to set permission levels on the Dataverse itself. Under the "Permissions" tab you will find the various ways in which others access your Dataverse. As a Dataverse owner you have the ability to create users who will have access to your Dataverse.

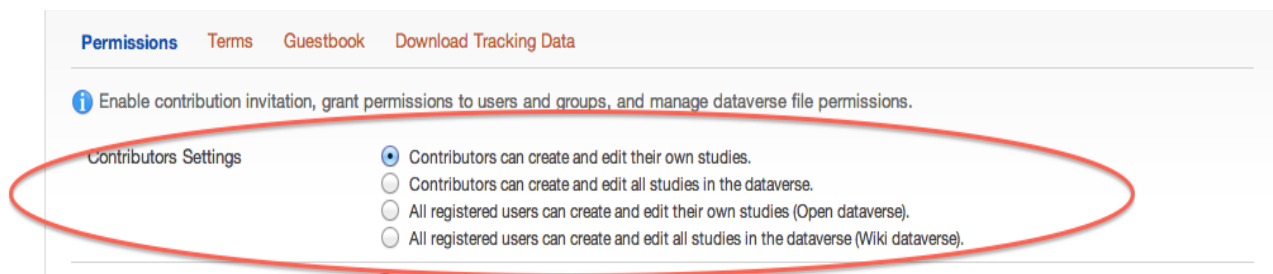
First, create the user who you want to grant access by clicking the "Create User" link.



After the user has been created, add them to your Dataverse (with the username you assigned) with the desired permission level.



Once you are finished adding users, make sure you set the desired permission level for your Dataverse.



****NOTE****

Be sure to click on the "Save" button in order for the changes to take effect.

Adding data to your Dataverse

In Dataverse, data is added in the form of a study. A study provides a means for you to store your project's data and provides nearly 100 metadata fields to help you describe your data. Sure it might seem like a lot, but the more ways people can find your data, the more likely they are to.

To create a new study click on the "Studies" tab, then "Create Study".

Maine Dataverse Network >

POWERED BY THE **Dataverse Network** PROJECT v. 3.5.1

Chris Wilson Dataverse

Search Help Chat Settings Chris Wilson Log Out

STUDIES Collections Templates Permissions Settings

i This page lists all studies in this dataverse to which you have access. To edit or delete a study, click the Global ID or Study Title to go to that study's page. To release a new or in-review study, click the status for that study to go to the study's page and release it. To sort the list of studies, click a column header to sort by that column.

Show deaccessioned study versions

All studies belonging to the dataverse Filter

Create Study + Upload Data

Studies: 0

No studies found.

At this point you will be presented with the study creation page. By default the creation page displays required and recommended fields. To see all available metadata fields, check the "Show All Fields" button.

Click Save to upload files, set permissions, and more.

Study Template: Dataverse Network Default Template

Show Required and Recommended Fields Show All Fields

Data Citation

i Use the Data Citation Widget below to enter all the metadata needed for your citation.

Data Citation Widget

Metadata

Most of the metadata field names give an accurate description of the field. If you would like to know more about a particular metadata field, simply hover your cursor over the field name. A detailed description of the field will pop up.

The screenshot shows a metadata form interface. At the top, there is a note: "Fields with a light blue background [light blue box] indicate that the field accepts HTML formatting. Fields [light blue box] are required (YYYY or YYYY-MM or YYYY-MM-DD). You also can add a new row [plus icon] if needed, such as [light blue box]. Click Save to upload files, set permissions, and more." Below this, it says "Study Template: Dataverse Network Default Template" and has two radio buttons: "Show Required and Recommended Fields" (unselected) and "Show All Fields" (selected). The "Data Citation" section is highlighted in light blue. A tooltip box is overlaid on the "Data Citation" label, containing the text: "Data Citation In order to credit those who developed and distributed the data. Use the Data Citation Widget to enter all the metadata needed for your citation. This citation contains a persistent identifier (and in some cases, a Numerical Fingerprint) for permanent reference." Below the tooltip, there is a text input field with the placeholder text "enter the data citation value meta". Below that, there is a light blue box with the text "< Title >, < hdl:TEST/ 1000". Below the light blue box, there is a checkbox labeled "Replication Data for Original Publication (This will apply)". Below the checkbox, there are three input fields: "ID Type" (a dropdown menu with "Select" and a plus-minus icon), "ID Number" (a text input field), and "URL" (a text input field with the placeholder text "(http://example-dome").

By default, the only required metadata fields are a “Title” and the “Study Global ID”. The latter will be generated automatically. Deciding which metadata fields will be used to describe a study will vary. Remember, the more fields you populate the more likely it is that people can find and properly cite your data. When applicable, you should try to populate AT LEAST the following “suggested” fields:

- Author,
- Funding Agency,
- Grant Number,
- Contact,
- Description,
- Keywords,
- Time Period Covered,
- Date of Collection,
- Country,
- Geographic Coverage,
- Geographic Unit,
- Universe,
- Kind of Data.

****NOTE****

Most metadata fields allow you to add more than one value. For example you can add multiple keywords to a study by clicking on the + symbol to the right of the field entry. Also, be sure to click save in order for the changes to take effect.

When you click save, a dialog window will appear. This window is part of the Dataverse version control system. You can enter any version specific information at this time.

At this point, you should be aware that your study is created but it has not been released. An unreleased study is not visible on the Dataverse Network.

Adding data to your study

After your study has been created you can start uploading data. Simply click on the “Add files” link of your study page.



Select the type of file you want to upload (i.e. tabular data, compressed, or other), then choose the file you want to upload.

****NOTE****

There is no limit to the number of files you can upload into a study, but there is a 2GB file size limit on individual files.

Once you have uploaded your data, Dataverse will again prompt your for version information. This can be helpful if your data will go thru several processing steps during the project lifecycle.

Setting permissions for your data

Once you have uploaded data to your study you will want to set the appropriate permissions for the files. Click on the “DATA & ANALYSIS” tab, then click the permissions link in the upper right of the study page.

The screenshot shows the 'Maine Dataverse Network' interface. At the top right, it says 'POWERED BY THE Dataverse Network PROJECT v. 3.5.1' and 'Chris Wilson Log Out'. The main content area is titled 'SAMPLE STUDY' with the identifier 'hdl:TEST/10010'. Below this, a blue box contains the text: 'DRAFT Study Version: 1 - No Released Version', 'Created: Mon Aug 26 13:55:26 EDT 2013 - Last Updated: Mon Aug 26 14:41:06 EDT 2013', and 'Study Version Notes: Initial creation. Initial data upload.' A navigation bar at the bottom has four tabs: 'Cataloging Information', 'DATA & ANALYSIS' (circled in red), 'Comments (0)', and 'Versions'. A dropdown menu is open on the right side, listing several options: 'Edit Cataloging Information', 'Permissions' (circled in red), 'Edit/Delete File +', 'Delete Draft Version', 'Information', 'Add File(s)', 'Edit Study Version Notes', and 'Release'.

At this point you may choose to restrict your entire study, or set permissions for individual files. If you want to restrict your entire study simply set the study’s access to restricted and click Save.

The screenshot shows the 'MANAGE STUDY PERMISSIONS' dialog box. It has two tabs: 'Study' (selected) and 'Files'. Below the tabs, there is an information icon and the text: 'Restrict or permit access to this entire study, including all files uploaded to the study. You can restrict all users, or permit selected users to access the study.' Underneath, there is a section titled 'ENTIRE STUDY PERMISSION SETTINGS'. A dropdown menu is open, showing 'Restricted' (circled in red) and 'Public' (checked). Below this, it says 'Cataloging Information and File Settings' and 'if this setting is public, files can still be restricted on the Files tab of this page.' At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

To set the permissions on individual files, click the Files link.

SAMPLE STUDY

hdl:TEST/10010

Save

Cancel

MANAGE STUDY PERMISSIONS

Study Files

Restrict or permit access to this entire study, including all files uploaded to the study. You can restrict all users, or permit selected users to access the study.

ENTIRE STUDY PERMISSION SETTINGS

Cataloging Information and File Settings If this setting is public, files can still be restricted on the Files tab of this page.

Save Cancel

On this page you have several options.

- 1) You may restrict the files, but allow a user to request access to the files,
- 2) You may give select users and groups permission to access restricted files,
- 3) You may restrict the individual files.

MANAGE STUDY PERMISSIONS

Study Files

Restrict or permit access to selected files uploaded to the study. You can restrict all users, or permit selected users to access the files.

FILE PERMISSION SETTINGS

Restricted File Settings Allow users to request access to restricted files for this study (you will get an email notification for each request).

INDIVIDUAL FILE PERMISSION SETTINGS

Choose to either: allow access by Username/Group Name or set restricted File Permission.

Enter username or group name to grant restricted file access.

Username/Group Name: Grant Access

Select file(s) using the checkboxes below, to update file access permissions.

File Permission: Update Permissions

Select Files Filter: Show all files, from all study versions

Select Files	Category Name	File Name	Study Version(s)	Permission	Restricted File Access
<input type="checkbox"/>		dvnapi_v1_0.pdf	1	Public	N/A
<input type="checkbox"/>		relationships.real.large.png	1	Public	N/A

Save Cancel

Once you have established the necessary permissions make sure to click either “Grant Access” or “Update Permissions” and be sure to click Save.

Releasing your study

Now you are ready to release your study. Click on the “Release” link.

The screenshot shows the 'Maine Dataverse Network' interface. At the top right, it says 'POWERED BY THE Dataverse Network PROJECT v. 3.5.1' and includes a search icon, an information icon, a user profile for 'Chris Wilson', and a 'Log Out' link. The main content area is titled 'SAMPLE STUDY' with the identifier 'hdl:TEST/10010'. Below this, a blue box contains the text: 'DRAFT Study Version: 1 - No Released Version', 'Created: Mon Aug 26 13:55:26 EDT 2013 - Last Updated: Mon Aug 26 14:41:06 EDT 2013', and 'Study Version Notes: Initial creation. Initial data upload.' To the right of this box is a dropdown menu with the following options: 'Edit Cataloging Information', 'Edit/Delete File + Information', 'Add File(s)', 'Edit Study Version Notes', 'Release', 'Permissions', and 'Delete Draft Version'. A red arrow points to the 'Release' option, which is circled in red. Below the main content area, there are tabs for 'CATALOGING INFORMATION', 'Data & Analysis', 'Comments (0)', and 'Versions'.

At this point you will be prompted for any changes associated with this version. Once finished, you will have a released study, searchable on the Maine Dataverse Network.

The screenshot shows the 'Studies' page on the Maine Dataverse Network. At the top left is a 'Create Dataverse' button, and at the top right is a 'Create Study + U' button. The page title is 'Studies' with a subtitle '2 Studies, 6 Files, 2 Downloads'. Below this is a definition: 'A study is a container for a research data set. It includes cataloging information, data files and complementary files.' The main content area is titled 'RECENTLY RELEASED STUDIES' and is circled in red. It lists two studies: 'Sample Study by Wilson, Chris' (dated Aug 24, 2013) and 'Data by Town' (dated Jul 31, 2013). A red arrow points to the 'RECENTLY RELEASED STUDIES' title. At the bottom right of the list is a 'View More >' link.